

SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
MEETING MINUTES
Civic Center Library Board Room
June 16, 2004

Members Present: Judith Crider, Chair
David Berry
R. Jerry Hargitt
Camille Schmidt
Linda Tardie
Nancy Walker

Others Present: Rita Hamilton, Library Director
Mary Johnson, Library Operations Manager
Sharyn Pennington, Library Operations Coordinator
Bill Pillow, Public Services Manager
Joanne Hamilton-Selway, Collection Development Coordinator
Mary Warner, Administrative Secretary (minutes)

CALL TO ORDER

Mrs. Crider called the meeting to order at 3:30 p.m. and noted that Ms. Schmidt would join the meeting shortly.

APPROVAL OF MINUTES

Mrs. Crider asked for a motion to approve the minutes of the May 19, 2004 meeting. Mr. Hargitt so moved; Mrs. Tardie seconded, and the motion carried.

Rita Hamilton, Library Director, announced that she had received the resignation of Lee Durning from the Library Advisory Board, effective immediately. Mr. Durning is relocating out of the Scottsdale area. Ms. Hamilton expressed appreciation for Mr. Durning's service to the City of Scottsdale and the Scottsdale Public Library System and for his dedication and commitment during his tenure on the board.

LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))
Monthly Statistical Report – Sharyn Pennington

	<u>May</u> <u>2003</u>	<u>May</u> <u>2004</u>	<u>% Change</u>
Library Collection		815,688	
Items Circulated	155,820	164,000	+5.3%
Attendance (CC, MU, AR)	92,105	95,732	+3.9%
Attendance (PAL)*		19,102	
Volunteer Hours		2,409	
Customers Using Public Computers		35,099	

*Due to a malfunction in Palomino's gate counter equipment, Palomino statistics for 2003 were over-reported.

The Gift & Memorial Trust Account received \$375 for the month; expenses were \$360. In the Library Book Sale Special Revenue Account, May income from sales was \$15,183.83 and expenditures were \$55,078.25.

Library Director's Report – Rita Hamilton

Ms. Hamilton said the kickoff for the annual Summer Reading Program (SRP) was held in the first week of June. As one of the sponsors of the SRP, the Arizona Diamondbacks invited library directors from across the Valley as their guests at a Diamondbacks game and officially started the *Extra! Extra! Read Your Way to the Ballpark* reading program.

Ms. Hamilton reported that staff has been updating the library's Strategic Plan and will have a report for the board in September. She said that staff brainstorming sessions provided ideas that determined the action plan for next year.

Ms. Hamilton said that she will represent the Scottsdale Public Library System this month at the American Library Association's annual meeting in Orlando, Florida. She participates on a number of national committees and will have the opportunity to meet with vendors and learn the latest ideas in the library industry.

Ms. Hamilton reported that Joanne Hamilton-Selway and John Charles, two of our librarians attending the Romance Writers of America Conference in Dallas, have been invited to present a program at the writer's conference.

Ms. Hamilton said that the Friends of the Scottsdale Public Library board held their annual planning retreat and will be focusing on fundraising, public relations and membership during the coming year. They now have a full board of 20 members who are active and enthusiastic about the library. Mr. Hargitt asked if a copy of the Friends' Minutes could be shared with the Library Advisory Board for their information. Ms. Hamilton said she would forward the Friends' Minutes when they are available.

How'd We Do? Report – Rita Hamilton

Ms. Hamilton reviewed the May report and answered questions from board members.

Library Services Highlights:

Collection Development – Joanne Hamilton-Selway

Ms. Hamilton-Selway explained the mechanics of selecting and purchasing the library collection and her responsibilities of managing the book budget for the library

systemwide. She explained the criteria for accepting a book into the library collection, the contracts the library maintains with large discount booksellers, and how she judges supply and demand for popular titles. She said that last year's collection budget was \$956,000 which covered books, DVDs, CDs, and VHS videos.

Mrs. Schmidt entered the meeting at this time.

ITEMS REQUIRING BOARD ACTION

Expenditures:

June 2004

Contract Instructors for computer classes (year-long)	\$	4,000
Celebration Party for Web Wizards Class	\$	100
Library Marketing	\$	2,000
CC - Book Corral Promotional Items	\$	600
Mustang - Book Corral Promotional Items	\$	600
Palomino - Book Corral Promotional Items	\$	400
Volunteer Calendars	\$	1,100
Volunteer - General operating supplies	\$	1,500
Volunteer Raves (FY04/05)	\$	2,000
Volunteer - Graphics	\$	1,200
Collection Development (FY04/05)	\$	30,000
June Total	\$	43,500

After a review and discussion of the proposed expenses, Mr. Hargitt moved to approve the June 2004 expenses. Mrs. Walker seconded and the motion carried.

Meeting Room Use Policy:

Ms. Hamilton explained that the Meeting Room Use Policy will be a handout to be given to the public when they rent meeting rooms at the libraries. It also complies with the City of Scottsdale's room rental ordinance. Mrs. Schmidt moved to accept the Meeting Room Use Policy; Mr. Berry seconded and the motion carried.

Co-Sponsorship Policy:

Ms. Hamilton explained that the Co-Sponsorship Policy sets forth the criteria used to determine if a group that wants to meet in library meeting rooms can be granted space to meet without charge and their event be included in the Library Calendar of Events. After discussion, Mrs. Walker moved to accept the Co-Sponsorship Policy; Mr. Hargitt seconded and the motion carried.

Born to Read Grant

Ms. Hamilton explained that the library applied for and was granted a Library Services and Technology Act (LSTA) grant in the amount of \$24,500 in federal funds to establish a "Born to Read" program. The library will be able to provide the parents of newborns at the local Scottsdale hospitals (5,000 babies last year in two Scottsdale hospitals) with book bags and certificates to be redeemed at Scottsdale Public Libraries for free children's books, to introduce very young children to the joys of reading and learning through books. The library asked for the approval of the Library Advisory Board prior to requesting the approval of Scottsdale City Council to allow the library to accept the funds.

Mrs. Walker moved to accept the LSTA grant for \$24,500; Mrs. Tardie seconded and the motion carried.

INFORMATIONAL ITEMS

Announcements/Issues for Future Discussion

Mrs. Crider announced that the next meeting would be held on September 15, 2004. She thanked the board members for their commitment to the Scottsdale Public Library System and wished everyone a safe summer.

ADJOURNMENT

There being no further business, Mrs. Crider adjourned the June 2004 Library Advisory Board meeting at 4:40 p.m.

Mary Warner, Administrative Secretary